

SIMONDS CATHOLIC COLLEGE - Role Description

FACULTY LEADER

Science, Health & Physical Education, Humanities/Commerce

Faculty Leaders are responsible for the smooth and efficient operation of the faculty according to the needs of the College. They lead, inspire and challenge the team of teachers in their faculty to deliver innovative curriculum and promote excellence in teaching and learning.

The Faculty Leader is responsible for the following:

Planning

- As the chairperson at their faculty meeting, holds a minimum of two faculty meetings a semester and ensures the agenda is distributed, minutes are kept and circulated to teachers, the Deputy Principals and Principal, and posted on the OneDrive as a record of proceedings.
- Has knowledge of curriculum directions and keeps subject teachers informed with particular reference to the VCE requirements, Victorian Curriculum, and governance from the VCAA and MACS.
- Manages change to programs with guidance and direction from the Deputy Principals and in line with the Strategic Plan.
- Develops yearly actions plans to achieve the goals in the Annual Action Plan, and reports on achievements.

Learning & Teaching

- Has in place current and fully documented courses and timelines (using established proformas), and ensures copies of all resources (worksheets, assignments, tests, exams, rubrics, marking schemes, project guidelines etc.) are available to subject teachers electronically.
- Monitors subject teachers' delivery of the documented curriculum, including the release of results and feedback to students according to school policy.
- Oversees the provision of enriching learning experiences for students and works with subject teachers to plan appropriate excursions, incursions and participation in competitions.
- Provides ongoing and systematic monitoring of student progress and ensures the faculty is meeting the needs of all students through quality differentiated teaching, or adjustment of the learning program (for students with diagnosed disabilities and requiring Individual Learning Plans).
- Uses NAPLAN or other data to develop teachers' understanding of individual student achievement levels and strategies required for improvement.
- Identifies the learning needs of teachers and ensures their participation in Professional Development opportunities which will assist with implementation of a range of teaching strategies and innovative approaches to curriculum delivery.

Reporting & Assessment

- Ensures, through moderation, that assessment is consistent across the year levels and between classes and demonstrates progression from one year level to the next.
- Maintains a current list of Assessment Tasks with associated marking schemes, weightings and due dates on iSimonds.
- Approves and ensures the accuracy of semester report documents including Course Description and Knowledge & Skills statements.
- Coordinates the writing, proof reading and printing of exams.

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- Assist with the proofreading of subject reports.

Organisation

- Contributes to information sessions and ensures the timely preparation of information for students, staff and parents, including Study Guides, subject selection handbooks, booklists and displays.
- Oversees the maintenance and development of any specialist rooms and liaises with any specialist support staff in this process.
- Oversee the ordering of resources and equipment and manage inventory.
- In conjunction with the Business Manager and Principal prepare and monitor the faculty budget.
- Monitor faculty expenditure on a regular basis to ensure spending accords with the agreed budget.

Position of Leadership (POL) Level 1

Time Allowance: 5 periods

Tenure: 2022